



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

INFORMATION MEMORANDUM
WAP-IM-2004-009

TO: WAP and HEARTWAP Subgrantee Executive Directors
WAP and HEARTWAP Subgrantee Energy Directors

FROM: Theresa Brewer, Director
Community Services Unit

SUBJECT: **FY 2004 DOE WAP CONTRACT PACKAGE**

DATE: March 16, 2004

As a supplement to the cover Award Letter, **WAP Energy Directors only** will find the FY 2004 U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP) Contract package.

The package includes one (1) complete copy of the Contract with all Exhibits and Attachments, two (2) Commonwealth of Massachusetts Standard Contract Form/signature pages. If your agency does not have a current *Authorized Signature Verification Form* on file with the Division of Community Services, Financial and Compliance Unit, this form must also be sent with the Contract Package. Contact Beth Jeppson or Dharam Dixit if you have questions regarding this form.

The Standard Contract Forms must be signed and returned to DHCD along with two Certificate Regarding Debarment, Suspension, and Other Responsibility Matters (Exhibit A-5) and the completed *Authorized Signature Verification Form* (if required). DHCD will return one signature page after it has been properly executed. Please return the forms to:

David Fuller
Department of Housing and Community Development
Division of Community Services
100 Cambridge Street, Suite 300
Boston, MA 02114

It is imperative that the Standard Contract Forms be signed and returned as quickly as possible. DHCD strongly recommends that agency staff either hand deliver this document or use an express mail service to guarantee overnight delivery. **The Contract and completed Budget Package (WAP IM 2004-010) must be submitted to DHCD no later than March 25, 2004.**

If you have any questions regarding the contract process, please do not hesitate to contact Ken Rauseo, Deputy Director at (617) 573-1431, or David Fuller, Program Coordinator at (617) 573-1421.

Note: Please keep Attachment A Scope of Services and all associated Exhibits for your files.

Enclosure for Energy Directors